

Adjutant General's Department

2/6/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Salina	1	Unclassified Full-time	NEW Mechanical Systems Supervisor Open to Current Adjutant General's Department Employees Only https://www.da.ks.gov/ps/pub/reginfo.asp?id=173862	184 th Smoky Hill Weapons Range	Feb. 14, 2013
Salina	1,2,3	Unclassified Full-time	NEW Program Consultant II Crisis City https://www.da.ks.gov/ps/pub/reginfo.asp?id=173853	KDEM	Feb. 28, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Mechanical Systems Supervisor **184th Smoky Hill Weapons Range, Salina, KS** **Open Only to Current Employees of the Adjutant General's Department**

Requisition # 173862 – Closes February 14, 2013 – Full time, unclassified with benefits, state position, \$17.39 to \$23.48 per hour, commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 2/14/2013.

Job Description: Provides to the Base Civil engineer strategies for optimum utilization of manpower and systems to maintain the base facility and grounds infrastructure. Perform mechanical, electrical and plumbing systems troubleshooting and repair throughout the base. Develop, manage, and evaluate the preventive maintenance program to insure systems operate in a safe, optimal, cost-effective manner. Construct building, sand, seal and paint interior and exterior surfaces of buildings. Performs work tasks in the pavements and grounds area. Directly supervise a small staff in order to ensure quality, timely facility maintenance.

Minimum and Preferred Qualifications: Requires a high school diploma or GED. Prefer successful completion of an HVAC apprentice program leading to journeyman status. Courses in shop work and blueprint reading is desired. Special Knowledge Preference: Licensed Journeyman, HVAC; Ability to read, interpret and work from blueprints, sketches and drawings. Skilled in the use of and operation of tools, machines and equipment commonly used in heating, air conditioning and plumbing installation.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173862. The Adjutant General's Department is an Equal Opportunity Employer.

NEW Program Consultant for Crisis City – Salina, Kansas **Kansas Division of Emergency Management**

Requisition # 173853 – Open until February 28, 2013 – Full time, unclassified with benefits, state position, starting wage of \$21.13 to \$23.31 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 2/28/2013.

Job Description: The Kansas Adjutant General's Department, Division of Emergency Management is looking for an energetic person to promote the Crisis City Training Center located 7 miles Southwest of Salina Kansas. The position requires a charismatic individual dedicated to providing a safe and user friendly professional training environment for First Responders, Military and Private Sector Partners. The individual will be responsible for managing and maintaining the facilities, planning future training venues, building relationships with National Guard/military personnel, Response Agencies such as Law Enforcement, Fire and EMS as well as Special Response Teams, Private Industry, and Emergency Management Agencies. Duties will include marketing and promoting the Crisis City Training Center, budgeting and fiscal management to enhance usage and overseeing future training venues and expand opportunities for growth. The position will require some evening and weekend work to meet the needs and schedules of Responders and other users. Some travel will be required to market and promote the facility. The individual should have a strong working knowledge and or experience in Emergency Response and be able to create training venues and activities that provide realistic training and exercise opportunities for those participating, with safety being paramount.

Minimum and Preferred Qualifications: Requires a high school graduation or equivalent and one year of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience. To fulfill requirements of this position, travel throughout the State of Kansas is required. Background in public safety, and/or marketing is desired.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

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STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173853. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.